

# MSFC CO-OP CONVERSION QUALIFICATION WORKSHEET

Date Completed: \_\_\_\_\_

Initiated By: \_\_\_\_\_

Student Name: \_\_\_\_\_ Organization: \_\_\_\_\_ School: \_\_\_\_\_ Major: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_ GPA: \_\_\_\_\_ /4.00 Program: \_\_\_\_\_ A.S. \_\_\_\_\_ B.S. \_\_\_\_\_ M.S. \_\_\_\_\_ Ph.D. \_\_\_\_\_

Projected Conversion Grade Level: GS \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 7 \_\_\_\_\_ 9 \_\_\_\_\_ 11 \_\_\_\_\_

## Associate Degree Conversion Requirements

### GS-4: Secretarial Science Trainees ONLY:

- ☐ Student will complete degree requirements within MSFC Co-op Program guidelines.
- ☐ Student meets qualification standards for position.
- ☐ Student's hours at employment were in the same occupational area and related major,
- ☐ Student completed before graduation one or more work periods totaling 26 weeks (640 work hours) in a pay status, and
- ☐ Student will be converted within 120 days following graduation in accordance with E.O. 12015

## Baccalaureate Degree Conversion Requirement

### GS- 7: Professional Administrative Trainees and Scientific/Engineering and Professional Administrative Trainees:

- ☐ Student will complete degree requirements within MSFC Co-op Program guidelines.
- ☐ Student meets qualification standards for position.
- ☐ Student completed before graduation one or more work periods totaling 26 weeks (640 work hours) in a pay status.
- ☐ Student completed before graduation one work period within 18 months of graduation.
- ☐ Students' hours of employment were in the same occupational area and related major, and
- ☐ Student will be converted within 120 days following graduation in accordance with E.O. 12015.

## Graduate Degree Conversion Requirements

### GS- 9: Master Degree Trainees

- ☐ Student has completed 16 weeks in pay status.
- ☐ Student will complete MS, or MBA degree requirements within MSFC Co-op Program guidelines, meets qualification standards for position.
- ☐ Students' hours of employment were in the same occupational area and related major, and
- ☐ Student will be converted within 120 days following graduation in accordance with E.O. 12015.

### GS- 11: Ph.D. Trainees:

- ☐ Student has completed 16 weeks in pay status.
- ☐ Student will complete Ph.D. degree requirements within MSFC Co-op Program guidelines.
- ☐ Student meets qualification standards for position.
- ☐ Students' hours of employment were in the same occupational area and related major, and
- ☐ Student will be converted within 120 days following graduation accordance with E.O. 12015.

Total Experience: \_\_\_\_\_

## Work Schedule Computations

1. _____ _____ _____ _____	2. _____ _____ _____ _____	3. _____ _____ _____ _____	4. _____ _____ _____ _____
Weeks (       )	Weeks (       )	Weeks (       )	Weeks (       )
5. _____ _____ _____ _____	6. _____ _____ _____ _____	7. _____ _____ _____ _____	8. _____ _____ _____ _____
Weeks (       )	Weeks (       )	Weeks (       )	Weeks (       )

Signature of Initiator: \_\_\_\_\_

Chrissa Hall, Co-op Manager